



English Language Learner (ELL) Ambassador

Application for 2019 Cohort

Summary

- *Purpose:* ELL Ambassadors use their expertise, knowledge, and connections to advance the RI Department of Education 2020 Vision of Education for all multilingual youth.
- *Commitment:* 5 hours per week during January 2019 to September 30, 2019
- *Stipend:* \$5,000
- *Application Deadline:* December 16, 2018. Applications must be submitted through the online submission form <https://www.surveymonkey.com/r/ELLAmbassador>
- *More information:* <http://ride.ri.gov/StudentsFamilies/EnglishLearners.aspx>
- *Contact:* Flavia.moleabaker@ride.ri.gov

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Background of RIDE's Vision for Education

The Rhode Island Department of Education (RIDE) *2020 Vision for Education: Rhode Island's Strategic Plan for PK-12 & Adult Education*, written by a community-based team, establishes a set of ambitious goals and bold initiatives that will support Rhode Island's schools and educational programs in preparing our students for postsecondary education, work, and life.

Rhode Island's strategic plan for public education is organized around the following priority areas:

- **Teacher and Leader Support**
- **Early Childhood Education**
- **Personalized Learning Statewide**
- **Globally Competent Graduates**
- **Informed Instructional Decision Making**
- **Student-Centered Resource Investment**
- **Equity and Cultural Responsive Practices**

Learn more about [RHODE ISLAND'S STRATEGIC PLAN FOR K-12 & ADULT EDUCATION, 2015-2020](#).



Background on the ELL Ambassador Program

What do Ambassadors do?

The EL Ambassadors are a select group of education leaders who use their expertise, knowledge, and connections to advance RIDE's Vision for Education amplifying and strengthening systems for all English Language Learners in the state.

The Ambassadors have diverse backgrounds, and may be currently working as a superintendent, district administrator, principal, school administrator, teacher, college professor or administrator, community leader, or any other position related to youth.

Ambassadors continue to work full-time in their previous roles, but commit 5-10 hours per week to their Ambassadorship. This time includes doing independent work, attending meetings, and working on a final project that addresses an aspect of one of the identified priorities. Ambassadors receive a \$5,000 stipend to compensate them for their additional work with RIDE.

Ambassadors advance RIDE's Vision for Education goals in three key ways:

- Much of the Ambassadors' work involves **creating a toolkit** that helps stakeholders in the state implement some component of RIDE's Vision for Education. This toolkit could take many forms: professional development materials, policy documents, online resources, templates, etc. Ambassadors will work with RIDE EL staff to determine the appropriate toolkit for their project.
- The Ambassadors serve as **policy advisors**. They leverage their expertise to provide feedback and insights to the RIDE EL core team and their fellow ambassadors.
- Ambassadors are **spokespeople** for RIDE. They help spread the goals of RIDE's Vision for Education through their professional networks, and validating the importance of RIDE's Vision for Education through their endorsement and participation.

See the Responsibilities section below for more details on the expectations for Ambassadors.



Ideal Applicant Qualities

The ideal ELL Ambassador is:

- **Knowledgeable:** They possess deep expertise in a specific component of RIDE's Vision for Education and are well aware with the implementation challenges involved. They can use this knowledge to provide the RIDE EL team with insights to guide its work.
- **Respected and connected:** They know many of the stakeholders in Rhode Island who would be served by their Ambassador work, and these stakeholders often look to the Ambassadors for advice. The Ambassadors are able to represent and connect with stakeholders who embody the full diversity of Rhode Island's education landscape, in terms of geography, school type, race, income, language status, etc.
- **Passionate:** Ambassadors believe in the importance of RIDE's Vision for Education work for Rhode Island youth, and are authentic advocates for RIDE. This passion leads Ambassadors to persevere when they run into the obstacles that inevitably arise in their work.
- **Results-oriented:** Ambassadors are focused on doing whatever will best serve Rhode Island's young people. They are committed to solving a particular problem, not to any one solution to that problem. They regularly use evidence to reflect on whether their work is yielding results; if they are not getting results, they are eager to change course and try a different approach.
- **Self-directed:** Ambassadors are able to successfully carry out their work with minimal oversight from the RIDE EL Team. RIDE EL staff will help guide the Ambassadors and provide feedback, but the bulk of Ambassadors work will need to be done independently. Ambassadors find this autonomy exciting, not daunting.

Two Application Tracks

Policy and Leadership Track:

This track for ELL Ambassadors encompasses the full breadth of RIDE's projects. Applicants to this track could come from many different roles, including (but not limited to): superintendent, district administrator, principal, school administrator, teacher, college professor or administrator, or community leader. These Ambassadors focus on a specific project in the RIDE's Vision for Education that is aligned to their background, expertise, and interest.

These Ambassadors will be paired with a full-time staff member at RIDE, who will serve as their project lead throughout the year. During the year, the Policy Ambassadors will work with their project leads to develop a toolkit to support an aspect of RIDE's Vision for Education. These toolkits could take a range of forms, and the project leads will help guide the Ambassadors on its development.

District and Classroom Practices Track:

This subset of the Ambassador program is narrowly focused on changes at the level of school districts, local education agencies, or charter management organizations. While the toolkit that Policy Ambassadors develop could come in many formats, the District Ambassadors' toolkit will come in the form of professional development materials for other districts. To be eligible for this track, applicants must work at a school district, local education agency, school committee, or charter management organization. (If an applicant is not an employee of one of the above organizations but regularly works on district-level issues, then he/she may also apply for this track.)

The District Ambassadors will be focused on amplifying and sharing best practices from school districts across the state. RIDE is looking to select Ambassadors from a district that could serve as an exemplar for one part of RIDE's Vision for Education. During the first part of the year, District Ambassadors will focus on developing professional development materials about how to replicate their district's success. The Ambassadors will then deliver that professional development to the other Ambassadors' districts. The Ambassadors will then lead professional development workshops more widely across the state.

If you are unsure of which program to apply to, email Flavia.moleabaker@ride.ri.gov



Expectations of Ambassadors

Being an ELL Ambassador is a part-time commitment, allowing educators to remain in classrooms and schools while influencing state-level policy decisions and developing tools to support peers. ELL Ambassadors will be expected to:

1. **Commit an average of 5 hours per week to the Ambassador program.** This time will be spent doing the work outlined in this document.
2. **Create a toolkit for stakeholders statewide.** Working with full-time members of the RIDE EL team, Ambassadors will develop a toolkit: a collection of resources that make it easier for their peers statewide to implement part of RIDE's Vision for Education. The Ambassador will determine the focus and scope of the toolkit in consultation with their Project Lead and the Ambassador Manager.
3. **Participate in ELL Ambassador cohort meetings.** Ambassadors will meet as a cohort every two weeks throughout the year of the Ambassadorship. (The Ambassador Manager will indicate the precise meeting schedule.) Attendance at these meetings is required, and Ambassadors are allowed to miss no more than three meetings, unless the Ambassador Manager has made special dispensation. During these meetings, Ambassadors will receive professional development, guidance and support with their toolkit, and participate in discussions with the Ambassador cohort.
4. **Participate in RIDE EL meetings relevant to their projects.** The Ambassadors will become a crucial member of the RIDE EL Team, and are therefore expected to attend key meetings relevant to their toolkit. These meetings may be with the Ambassador Manager or other members of the RIDE EL team. (Ambassadors are not expected to attend *all* RIDE EL meetings; rather, they are just expected to attend the ones that the Ambassador Manager suggests will help advance their toolkit.)
5. **Meet professional expectations.** Ambassadors are expected to meet professional expectations in their interactions with the RIDE EL team, including but not limited to: responding to emails and communications promptly, completing tasks by the deadline, and showing up to meetings on time.
6. **Represent RIDE in a positive light.** The Ambassadors are frequently the public face of RIDE. They are thus expected to comport themselves professionally and represent RIDE positively.

As a recognition of their work, each ELL Ambassador will receive a **\$5,000 stipend** for the period of January 2019 to September 30, 2019. This stipend will be issued in a single payment at the end of the Ambassadorship.

If an Ambassador is not meeting these expectations, they will be notified by the Ambassador Manager. If the Ambassador does not address the Ambassador Manager's concerns, the Ambassador may be dismissed from the program or receive a reduced stipend.



Application Process

Application Components

The ELL Ambassador application has five components:

1. Personal Information
2. Project Preferences
3. Essay
4. Resume
5. Reference Letter

The application must be submitted through the online application at <https://www.surveymonkey.com/r/ELLAmbassador>. The submission form does not allow applicants to save their work, so applicants should prepare their answers in a separate document and paste them into the submission form when complete.

Application Timeline

- **November 16, 2018:** Application opens
- **December 16, 2018, 5:00 pm:** Application deadline
- **Early January 2019:** Applicants who advance to the second round will be interviewed by members of the RIDE EL team
- **Mid-January 2019:** RIDE EL team will notify applicants



ELL Ambassador Application for 2019 year

IMPORTANT NOTE: The following is a read-only version of the Ambassador Application for 2019. Do NOT submit this document. Applications must be submitted through the online submission form. Please use this preview to prepare your answers in a separate document, and paste them into the online submission form once complete.

Personal Information

- Application Track:
 - Policy and Leadership Track
 - District and Classroom Practices Track
- Name
- Email
- Current title/role
- Current organization
- School district or LEA (if applicable)
- School type (only fill out if you are based at a school)
 - Elementary school
 - Middle school
 - High school
 - Other: ____
- Years of work experience (including the current year)
- In no more than two short sentences, summarize your involvement with RIDE to date.

Project Preference

Policy and Leadership Track

Rank your preferred projects in order:

- 1. Teacher and Leader Support**
- 2. Early Childhood Education**
- 3. Personalized Learning Statewide**
- 4. Globally Competent Graduates**
- 5. Informed Instructional Decision Making**
- 6. Student-Centered Resource Investment**
- 7. Equity and Cultural Responsive Practices**



*Optional: Is there any additional information we should know about your preferences above?
For example: "I am only interested in the projects I rated 1-3" or "I am indifferent between the
first two projects I ranked."*

District and Classroom Practices Track

For this track, we are looking to select Ambassadors from a district with proven success at one aspect of the RIDE's Vision for Education. The Ambassadors will then develop professional development materials to help other district learn from your district's experience.

Please select which aspect of the RIDE's Vision for Education your district excels at:

- 1. Teacher and Leader Support**
- 2. Early Childhood Education**
- 3. Personalized Learning Statewide**
- 4. Globally Competent Graduates**
- 5. Informed Instructional Decision Making**
- 6. Student-Centered Resource Investment**
- 7. Equity and Cultural Responsive Practices**

Describe your district's success in RIDE's Vision for Education you checked above. Summarize what your district has accomplished, citing evidence or data if possible. Please limit your answer to 1-2 short sentences.

Essay

In an essay of no more than 500 words, please answer the following question:

Why should you be selected as an ELL Ambassador?

Policy and Leadership Track:

Your answer should:

- Explain how your background, experience, or prior achievements would make you an effective ELL Ambassador for your preferred project. (Focus your answer on the 1-2 projects that you ranked the highest in the Project Preferences section above.)
- Explain why you believe you possess the traits described in the "Ideal Ambassador Qualities" section above. Ground your answer in specific evidence or prior experience.

District and Classroom Practices Track:

Your answer should:

- Describe what your district has accomplished in the RIDE’s Vision for Education Priority outlined above. Include evidence (quantitative, if possible) of your district’s success or improvement.
- Explain your specific role in helping the district achieve this success, and how your background or experience would enable you to effectively teach other districts how to replicate this success. Outline some of the main lessons you would teach other districts.
- Explain why you believe you possess the traits described in the “Ideal Ambassador Qualities” section above. Ground your answer in specific evidence or prior experience.



[Attach file]

Technical notes:

- *The essay should be uploaded as a PDF with the filename “Ambassador_App_2019__Lastname, Firstname_Essay”*
- *Make sure your name clearly appears at the top of the document.*

Resume

Please attach a resume of no more than two pages. The resume should emphasize the components of your experience that would make you a successful Ambassador. For each role in your resume, indicate the impact you had. We are more interested in what you *achieved* in each role (quantified, if possible) rather than the general responsibilities associated with each role.

[Attach file]

Please save the file as a PDF with the filename “Ambassador_App_2019__Lastname, Firstname_Resume”

Reference

Please attach a professional reference letter to your application. This reference should be no more than a page, and should endorse your candidacy as an ELL Ambassador. Ideally, this reference would come from a supervisor. Please note that we may contact the reference to follow up with additional questions.

- Recommender’s name
- Recommender’s email
- Recommender’s organization:
- Recommender’s title:
- Recommender’s relationship to you:

[Attach file]

Please save the file as a PDF with the filename “Ambassador_App_2019__Lastname, Firstname_Reference.” (Note the names in the filename refer to your name, not the recommender’s name.)



Commitment

If you advance to the next round, would you be available for an interview at RIDE's offices in early January?

☐ Yes ☐ No

If you selected "No," please explain how we can interview you:

I have read the Expectations above. If I join the ELL Ambassador program, I commit to meeting those expectations.

[Type name in submission form]